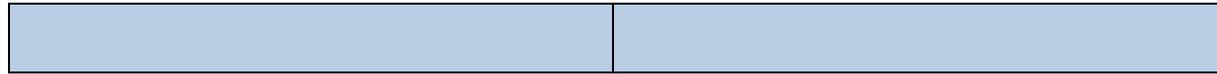


 <p><i>'Creating Brighter Futures' is the underpinning mission and purpose of FNTC. (Inspiring learning to achieve success)</i></p>	<p><b>Policy Number: PP-DTLAQ-01</b></p> <p><b>Version: 2</b></p> <p><b>Issue Date: June 2018</b></p> <p><b>Review Date: June 2019</b></p>
<p><b>Policy title: Anti Bullying and Harassment Policy and Procedure</b></p>	
<p><b>Policy author:</b></p>	<p>Tina Turner</p>
<p><b>Policy Owner:</b></p>	<p>DCQ</p>
<p><b>Impact assessment status:</b></p>	<p><input checked="" type="checkbox"/> Initial screening complete, no adverse impact/potential for adverse impact</p> <p><input type="checkbox"/> Full impact assessment required</p>
<p><b>Approved by: SLT</b></p>	<p><b>Date: January 2016</b></p>
<p>If you need help reading this document, or require it in a different format, please call 02380 866664</p> <p>Chief Executive Officer: Elizabeth Young</p>	
	



## **1. Introduction**

FNTC recognises that the safety and wellbeing of its staff and learners is central to successful learning. FNTC is therefore committed to creating and maintaining a working and learning environment that is safe and secure, free from any form of harassment or bullying, for all learners and staff.

FNTC recognises that without such a commitment, any individual, through no fault of their own, could be subjected to such unacceptable behaviour.

As harassment or bullying is unacceptable behaviour at FNTC and will not be tolerated, any proven instances of either will be treated under the centre disciplinary policy. This policy explains learners' rights and responsibilities.

## **2. Scope**

Bullying and harassment are unacceptable at FNTC: Equality of opportunity is everyone's concern and everyone's responsibility.

All learners and staff are responsible for creating a safe learning environment, free of bullying or harassment.

All learners and staff should take action to stop unfair treatment. All members of the centre community have a duty not to ignore, condone by their silence or collude (join in) with acts of harassment or bullying.

Any incident that infringes your or other people's rights should be reported confidentially.

## **3. Definitions**

Harassment may take place because of any issues relating to the following:

- Ethnicity, race or national origin
- Gender, marital status or family circumstances
- Disabilities and learning needs or difficulties
- Criminal record
- Trade union membership and activity
- Age
- Sexual orientation
- Family background
- Religious and/or political beliefs

Harassment is any behaviour that is unwanted, inappropriate, unsolicited and unacceptable to the person receiving it, causing them unease, stress, distress and a possible loss of self-esteem.

The following list does not aim to define all unacceptable behaviour, but to give an idea of sort of things that would be considered to be harassment:

- Telling inappropriate jokes
- Making offensive and abusive remarks
- Insulting or nicknaming, comments and actions
- Isolation or 'cold-shouldering' of individuals
- Sending offensive text messages or unwanted emails or attachments
- Making unwanted and deliberate physical contact

Bullying is very similar to harassment and involves persecution of the victim through intimidating, unfair sarcastic, physical, malicious or angry behaviour that causes them to feel uneasy or threatened, it may be:

- An abuse of power including verbal or physical threats or violence
- Deliberate withholding of knowledge or information
- Shouting
- Setting unrealistic targets
- Ridicule of the recipients work, ideas opinions, appearance or behaviour
- Deliberate occupation of public, shared space or communal areas to routinely exclude others or make them feel uncomfortable

Both harassment and bullying may be with single 'one-off' incidents or a series of incidents taking place over a period of time. Both harassment and bullying may be committed by individuals or groups.

#### **4. Responsibilities**

Every member of staff has a responsibility to treat all customers internal (staff) and external (learners, parents and employers), with dignity and respect, to ensure their own conduct does not cause offence or misunderstanding.

Training, Development & Quality Coaches/Teachers of learners have particular responsibility to support their learners through any investigation into allegations of bullying and/or harassment.

All Managers have a responsibility to ensure that the delivery of the curriculum does not contravene the requirements or spirit of this policy. All staff have a duty to ensure that any allegations of bullying and/or harassment are treated as serious and are investigated thoroughly.

All staff who witness acts of bullying or harassment, or who are approached in confidence by learners who are being bullied or harassed or by learners who have witnessed such actions, have a duty to take action in line with this policy to prevent the reoccurrence of these acts. Training, Development & Quality Coaches/Teachers of learners have particular responsibility to support their learners through any investigation into allegations of bullying and/or harassment.

### **5a. Procedure Learner-Learner**

Any learner wishing to report an incident about another learner should in the first instance speak to their Training, Development & Quality Coaches/Teachers

A member of the Curriculum Management Team will record relevant details from the victim, witnesses and perpetrator.

These statements will be forwarded to the Teaching, Learning & Quality Managers that the disciplinary code can be carried out.

The Centre's zero tolerance stance means that incidents should be dealt with as quickly as possible. Every effort will be made to ensure the safety of the victim whilst in training.

Every effort should be made to enable the perpetrators to receive awareness raising sessions about harassment and bullying.

### **5b. Procedure Learner-Staff or work colleague**

Where a learner wishes to lodge a complaint about a member of staff, then the learner should contact the Director of Curriculum & Quality (DCQ) in the first instance. The incident will then be investigated by an SLT member.

The SLT member will interview the learner and any named witnesses, and the DCQ and HR representative will see the member of staff.

All evidence and witness statements resulting from above will be reviewed by the DCQ and HRO and a judgement will be made. Where the learner's complaint is upheld the learner will be informed in writing by the DCQ. The member of staff will be informed of the decision in writing. The member of staff will also be informed of any further action that is deemed necessary under the Centre's Staff Disciplinary Procedure.

Where the learner's complaint is not upheld, then the learner will be informed in writing by the DCQ and HRO will inform the member of staff of the outcome. If the student is found to have fabricated information, then the student will be dealt with under the Centre's Student Disciplinary Code.

Where a learner wishes to log a complaint about a work colleague then the learner should put this in writing and hand it via the Training, Development & Quality Coaches/Teachers to the appropriate Manager. The incident will be investigated in the first instance by the Manager and the employer. Where there are no further learners involved the employer policies and procedures over ride FNTC, however the DCQ must be kept informed of any action or outcome.

Where the incident involves another FNTC learner the Manager will follow the above procedures as cited for learner-learner parallel to any action the employer wishes to take.

## **6. Communication**

Once approved this policy and procedure will be shared via all staff email and stored in [Cross Centre\Policies and Procedures](#) . The policy and procedure will be discussed at team meetings as well as being added to the office files for all staff to have reference.

### **7. Evaluation and Review**

The Centre will review this policy annually alongside the self assessment and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Centre.

### **8. Associated information, guidance and related policies**

- Learner Conduct & Performance policy and procedure - PP-DTLAQ-07
- Learner charter
- Staff Conduct policy and procedure - PP-HRO-06

Initial Equality Impact Assessment	
Audit Prompt	Response
Name of document: Anti bullying and Harassment Policy and Procedure	
Author of document: Tina Turner	
<b>Initial screening questions</b>	
1. What is the aim or purpose of the document?	Bullying and harassment are unacceptable at FNTC: Equality of opportunity is everyone's concern and everyone's responsibility. All learners and staff are responsible for creating a safe learning environment, free of bullying or harassment.
2. Who is affected by the document? <ul style="list-style-type: none"> <li>• Staff</li> <li>• Learners (please indicate which groups)</li> <li>• Members of the general public (please specify who)</li> </ul>	Staff Learners: <ul style="list-style-type: none"> <li>• Traineeships</li> <li>• Apprentices</li> <li>• Full cost</li> </ul> Employers Parents All visitors to FNTC
3. Has anyone complained about the document? (if yes, give details)	No
4. Does the document have the potential to cause adverse impact or discriminate against different groups of people?	No
5. Does the document make a positive contribution to equality & diversity in the Centre?	Yes

A full impact assessment will be needed if this initial screening reveals an adverse impact, or potential for adverse impact on people with protected characteristics.

Refer to full Impact Assessment (Yes/No) and reasons why	The policy links closely to the prevent and safeguarding strategy of the centre and promotes FBV
If yes, Priority Level (High, Medium, Low)	

Signed: \_\_\_\_\_  \_\_\_\_\_ Name: Tina Turner Acting CEO Date: 1/2/16